



State of Tennessee
Department of Children's Services

Administrative Policies and Procedures: 4.8

Subject:	Drug Free Workplace
Authority:	Dept. of Personnel Memo, 47-USC-701;TCA 37-5-106
Standards:	ACA 3-JCRF 1C-05, ACA 3-JTS-1C-17
Application:	To All Department of Children's Services Employees

Policy Statement:

Illegal and excessive use of drugs has become an epidemic in our state. Any abuse and use at the workplace are subjects of immediate concern in our society. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Drug use may also seriously impair an employee's ability to perform his or her job; therefore, it is the policy of the State of Tennessee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the state's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action up to and including termination.

Purpose:

To ensure that Department of Children's Services employees are aware of the consequences of violating any federal or state drug statute while in the employ of the Department.

Procedures:

A. Employee conviction for drugs	<ol style="list-style-type: none">1. Each employee is required by law to inform his/her supervisor within this agency within (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on state property. A conviction means a finding of guilt (including a plea of <i>nolo contendere</i>) or the imposition of a sentence by a judge or jury in any federal or state court.2. The Department of Children's Services staff administering any federal grant funds must then notify the U.S. Government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
B. Drug free work place awareness	<ol style="list-style-type: none">1. As a part of the department's drug-free workplace awareness program, *a copy of the department's drug free workplace policy must be available to each employee. A copy of this policy will be provided with the new employee

	<p>packet information to all new hires.</p> <ol style="list-style-type: none">2. Each employee will be required to certify their acknowledgement of this policy. Such acknowledgements shall be maintained in the employee's Human Resources file. Copies of these forms may be obtained through Central Office Department of Human Resources.3. Employees will be made aware of the state's Employee Assistance Program (EAP) and will be encouraged to seek assistance with any drug or alcohol related problems.4. As a condition of employment or continued employment in any position funded by a federal government grant, the law requires all employees to abide by this policy.
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Forms:	<u>PR-0278 Employee Drug Free Workplace Acknowledgement</u>
Collateral Documents:	None